Food Facility Registration User Guide: Update Registration

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Online Registration of Food Facilities

Step 1 Select the registration you want to update

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Step 3 Update the Facility Information

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Once you are logged in to FDA Industry Systems your Fahrm Account Administrator (FA) Account, choose the "Food Facility Registration" (FFR) system. Then, select the "Update Facility Registration" option from the FFR main menu (Figure 1).

Figure 1

Step 1 – Select the registration you want to update

The screen displays a list of all the registrations associated with the account (Figure 2). To update a registration, select the radio button for the Equivalent Registration Number in one option for updating that registration.

If you are the main account holder (i.e., the Enterprise account), this list includes all the registrations owned by your Subaccounts. If you are a Subaccount holder, this list only includes the registrations that are linked to the Subaccount.

Select the "Update" button to start the update process. Questions (if you are updating a registration that did not have this information captured when the registration was created. These questions will identify whether your facility needs to be registered (see the Registration of Food Facilities user guide for information).

Figure 2

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Step 2 – Indicate which section of the registration you want to update

Section 2 (Figure 3). To update fees an "Edit" button displayed on the registration review screen (Figure 3). Certain elements of the registration are optional; updating those optional items is not required but is strongly encouraged (necessary). To enable the FFR for this registration choose the "Modify FFR" link under Actions.

Note: The Facility Location information (which indicates whether the registration is a domestic or foreign facility) is required for all registrations. If you are updating a registration that did not have this information captured when the registration was created. These questions will identify whether your facility needs to be registered (see the Registration of Food Facilities user guide for information).

Figure 3

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Step 3 – Update the Facility Information

Section 2 – Facility Name / Address Information

Update the Facility name/address information.

Fields Included in this Section

Facility Name	The name of the facility being registered.
Facility Street Address	The physical location of the facility being registered. This is not always a street address, but may be a rural route or other physical location where food is manufactured/processed.
City	The city associated with the facility's location.
Country/Area	The country/area in which the facility is located. For foreign addresses, select a country/area from the drop-down menu. For domestic addresses, select "United States" from the drop-down menu.
State/Province/Territory	The state, province, or territory in which the facility is located. Select a state, province, or territory from the pull-down menu when applicable or select "Not applicable".
Zip Code/Postal Code	The zip code/postal code for a domestic or a postal code for a foreign address of the facility being registered.
Phone Number: Country Code	For foreign addresses, the three-digit country code of the telephone number for the facility being registered.
Phone Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number for the facility being registered.
Phone Number: Phone Number	The telephone number for the facility being registered.
Phone Number: Extension	The telephone extension, if any, dialed after the telephone number of the facility being registered.
Fax Number: Country Code	For foreign addresses, the three-digit country code of the telephone number of the fax number for the facility being registered.
Fax Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number of the fax number for the facility being registered.
Fax Number: Fax Number	The telephone number of the fax number for the facility being registered.
E-mail Address	An electronic mail address for the facility being registered.

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Section 3 – Preferred Mailing Address Information

Update the Preferred Mailing Address information. The Preferred Mailing Address is the address the Facility Address Information (See section below). The Facility Address and the Preferred Mailing Address do not need to be in the same country/area.

Fields Included in this Section

Alternate Mailing Address	Check this box if the facility registration is based on the actual mailing address. The address will copy the Facility Address information. Alternate Mailing Address is required if the Facility Address is a post office box or a rural route address. Alternate Mailing Address is also required if the Facility Address is a street address, but the mail is not received at the Facility Address.
Attention/Care of Name	The Attention/Care of name is required if the registrant is a business or company. Enter the name of the person or department who is responsible for receiving the mail.
Title	The job title of the contact person.
Country/Area	The country/area in which the mail is received. For foreign addresses, select a country/area from the drop-down menu.
State/Province/Territory	The state, province, or territory in which the mail is received. Select a state, province, or territory from the pull-down menu when applicable or select "Not applicable".
Zip Code/Postal Code	The zip code/postal code for a domestic or a postal code for a foreign address for the mail.
Phone Number: Country Code	For foreign addresses, the three-digit country code of the telephone number for the mail.
Phone Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number for the mail.
Phone Number: Phone Number	The telephone number for the mail.
Phone Number: Extension	The telephone extension, if any, dialed after the telephone number for the mail.
Fax Number: Country Code	For foreign addresses, the three-digit country code of the telephone number of the fax number for the mail.
Fax Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number of the fax number for the mail.
Fax Number: Fax Number	The telephone number of the fax number for the mail.
E-mail Address	An electronic mail address for the mail.

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Section 4 – Parent Company Name / Address Information

Update the Parent Company Name / Address Information. The company that owns the facility being registered is referred to as the Parent Company. If the Facility and the Parent Company are located at the same address, the Facility Address and the Parent Company address are exactly the same. The Facility Address and the Parent Company Address do not need to be in the same country/area.

Fields Included in this Section

If Alternate is the same as Facility Address, check this box.	Check this box if the Parent Company Name/address information is identical to previously entered information. Alternate Mailing Address is required if the Facility Address is a post office box or a rural route address. Alternate Mailing Address is also required if the Facility Address is a street address, but the mail is not received at the Facility Address. Alternate Mailing Address is required if the Parent Company Name/address information is identical to Section 2, Facility Name / Address Information. or Section Section 3 If the parent company is a foreign entity, the Alternate Mailing Address is required. Alternate Mailing Address is optional if a Preferred Mailing Address information. or Alternate Mailing Address information.
Add/Edit Parent Company Information	Click on the Edit button (pencil icon) to enter the parent company Name/address information. Click on the Add button (plus sign) to add a parent company. Enter the parent company Name/address information. Click on the Save button (disk icon) to save the parent company Name/address information. Click on the Cancel button (circle with a line through it) to cancel the parent company Name/address information. Click on the Delete button (trash can) to delete the parent company Name/address information.
Company Name	The name of the company that owns the facility being registered. Confirm/Enter the name of the parent company.
Street Address	The address of the parent company. This can be a physical geographical location or other physical location.
City	The city associated with the parent company's location.
Country/Area	The country/area in which the parent company is located.
State/Province/Territory	The state, province, or territory in which the parent company is located. Select a state, province, or territory from the pull-down menu when applicable or select "Not applicable".
Zip Code/Postal Code	The zip code/postal code for a domestic or a postal code for a foreign address for the parent company.
Phone Number: Country Code	For foreign addresses, the three-digit country code for the parent company.
Phone Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number for the parent company.
Phone Number: Phone Number	The telephone number for the parent company.
Phone Number: Extension	The telephone extension, if any, dialed after the telephone number for the parent company.
Fax Number: Country Code	For foreign addresses, the three-digit country code for the telephone number of the fax number for the parent company.
Fax Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number of the fax number for the parent company.
Fax Number: Fax Number	The telephone number of the fax number for the parent company.
E-mail Address	An electronic mail address for the parent company.

Section 5 – Facility Emergency Contact Information

Update the Facility Emergency Contact Information. FDA will use this information in case of emergency to notify the facility of the nature of the emergency. Unless foreign facilities choose to designate another emergency contact, FDA will use Item 17, agent as the emergency contact.

Fields Included in this Section

Add/Edit Contact Information	Click on the Edit button (pencil icon) to enter the contact Name/address information. Click on the Add button (plus sign) to add a contact. Enter the contact Name/address information. Click on the Save button (disk icon) to save the contact Name/address information. Click on the Cancel button (circle with a line through it) to cancel the contact Name/address information. Click on the Delete button (trash can) to delete the contact Name/address information.
Attention/Care Of	The Attention/Care of name is required if the registrant is a business or company. Enter the name of the person or department who is responsible for receiving the mail.
Title	The job title of the emergency contact.
Country/Area	For foreign addresses, the three-digit country code of the telephone number of the person or entity responsible for receiving the mail.
Telephone Number: Country/Area Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number of the person or entity responsible for receiving the mail.
Telephone Number: Phone Number	The telephone number of the person or entity responsible for receiving the mail.
Telephone Number: Extension	The telephone extension, if any, dialed after the telephone number of the person or entity responsible for receiving the mail.
E-mail Address	The electronic mail address for the emergency contact.

Section 6 – Trade Names

If this facility conducts business under a name other than that entered in Section 2 Facility Name / Address Information, then complete this section. For example, complete this section if the facility uses Doubles or Take-Along Sandwiches as "A Tortilla Also Known as ..."

Fields Included in this Section

Alternate Trade Name
A trade name other than that listed in Section 2 Facility Name / Address Information.

Section 7 – United States Agent

Foreign facilities may update information about the United States Agent in the facility registration. The United States Agent is a person residing in the United States or a business or commercial representative in the Dual Facility. If you indicated in Section 1, Type of Registration, that the facility being registered is a foreign facility, you are required to enter information about the United States Agent. Domestic facilities do not need to.

Note: The U.S. Agent (Agent) and the mailbox(s) will the Agent's Or Finger, which is another type of mailbox for either domestic or foreign facilities.

Fields Included in this Section

Add/Edit Contact Information	Click on the Edit button (pencil icon) to enter the contact Name/address information. Click on the Add button (plus sign) to add a contact. Enter the contact Name/address information. Click on the Save button (disk icon) to save the contact Name/address information. Click on the Cancel button (circle with a line through it) to cancel the contact Name/address information. Click on the Delete button (trash can) to delete the contact Name/address information.
Name of the U.S. Agent	The name of the U.S. Agent.
Address	The U.S. address of the U.S. Agent.
City	The city in which the U.S. address of the U.S. Agent is located.
State	The state in which the U.S. address of the U.S. Agent is located.
Zip Code	The zip code for the U.S. address of the U.S. Agent.
U. S. Agent Phone Number: Country Code	The three-digit area code of the telephone number for the U. S. Agent.
U. S. Agent Phone Number: Area/City Code	The telephone number for the U. S. Agent.
U. S. Agent Phone Number: Phone Number	The telephone extension, if any, dialed after the telephone number for the U. S. Agent.
Emergency Contact Phone Number: Country Code	The three-digit area code of the telephone number for the U. S. Agent that Fda can call 24 hours a day / 7 days a week in case of emergency.
Emergency Contact Phone Number: Area/City Code	The telephone number for the U. S. Agent that Fda can call 24 hours a day / 7 days a week in case of emergency.
Emergency Contact Phone Number: Extension	The telephone extension, if any, dialed after the telephone number for the U. S. Agent that Fda can call 24 hours a day / 7 days a week in case of emergency.
Fax Number: Area/City Code	The three-digit area code of the telephone number of the fax number for the U. S. Agent.
Fax Number: Fax Number	The telephone number of the fax number for the U. S. Agent.
E-mail Address	An electronic mail address for the U. S. Agent.

Section 8 – Seasonal Facility Dates of Operation

Date of operation refer to the months during which the facility is open for business. If the facility is open for business year round, choose to complete this section. For, might enter. For example, March - September.

Fields Included in this Section

Dates of Operation
The approximate months during which the facility operates, if it operates on a seasonal basis.

Section 9 – General Product Categories – Human/Animal Both

Based on our facility activities, you may choose Food for Human Consumption and/or Food for Animal Consumption.

Section 9(a)(b) – General Product Categories – Food for Human/Animal Both Consumption; and Type of Activity Conducted at the Facility

All facilities being registered must complete this information, there is many categories as appropriate.

Note: For more information about each of the categories included in Section 9a and 9b, see the Product Code Guidan and for relevant regulations (see CFR 9 or 2).

Section 10 – Owner, Operator, or Agent-in-Charge Information

If the contact information for the owner, operator, or agent-in-charge is the same as that in Section 2, Facility Name / Address, select the appropriate option in that section, otherwise enter the information as required.

Fields Included in this Section

Same as Facility or Alternate Mailing Address or Same as Other Mailing Address	The address of the person or entity who is the owner, operator or agent-in-charge of the facility being registered. Select an option.
If Alternate is the same as Facility Address, check this box.	Check this box if the Owner, Operator, or Agent-in-Charge address information is identical to previously entered information. Alternate Mailing Address is required if the Facility Address is a post office box or a rural route address. Alternate Mailing Address is also required if the Facility Address is a street address, but the mail is not received at the Facility Address. Alternate Mailing Address is required if the Owner, Operator, or Agent-in-Charge Name/address information is identical to Section 2, Facility Name / Address Information. or Section Section 3 If the owner, operator, or agent-in-charge is a foreign entity, the Alternate Mailing Address is required. Alternate Mailing Address is optional if a Preferred Mailing Address information. or Alternate Mailing Address information.
Street Address	The address of the owner, operator, or agent-in-charge of the facility being registered. This can be a physical geographical location or other mailing address.
City	The city associated with the owner, operator, or agent-in-charge of the facility being registered. Enter the city associated with the owner, operator, or agent-in-charge of the facility being registered.
Country/Area	The country/area in which the owner, operator, or agent-in-charge of the facility being registered is located.
State/Province/Territory	The state, province, or territory in which the owner, operator, or agent-in-charge of the facility being registered is located. Select a state, province, or territory from the pull-down menu when applicable or select "Not applicable".
Zip Code/Postal Code	The zip code/postal code for a domestic or a postal code for a foreign address for the owner, operator, or agent-in-charge of the facility being registered.
Phone Number: Country Code	For foreign addresses, the three-digit country code of the telephone number for the owner, operator, or agent-in-charge of the facility being registered.
Phone Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number for the owner, operator, or agent-in-charge of the facility being registered.
Phone Number: Phone Number	The telephone number for the owner, operator, or agent-in-charge of the facility being registered.
Phone Number: Extension	The telephone extension, if any, dialed after the telephone number for the owner, operator, or agent-in-charge of the facility being registered.
Fax Number: Country Code	For foreign addresses, the three-digit country code of the telephone number of the fax number for the owner, operator, or agent-in-charge of the facility being registered.
Fax Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number of the fax number for the owner, operator, or agent-in-charge of the facility being registered.
Fax Number: Fax Number	The telephone number of the fax number for the owner, operator, or agent-in-charge of the facility being registered.
E-mail Address	An electronic mail address for the owner, operator, or agent-in-charge of the facility being registered.

Section 11 – Inspection Statement

Acknowledge that the FDA will be permitted to inspect the facility in the manner described in section 415 of the Federal Food, Drug, and Cosmetic Act.

Section 12 – Certification Statement

After making other changes to the registration, you may update information about yourself as the submitter of this registration or the person who authorized submission of this registration, and notify its truth and accuracy. Once you have completed this section, you may submit the registration. You may cancel your registration and make no changes before submitting it for processing.

The owner, operator, or agent-in-charge of the facility, or an individual authorized by the owner, operator, or agent-in-charge of the facility to submit this registration, hereby certifies that, to the best of his/her knowledge, owner, operator, or agent-in-charge of the individual authorized by the owner, operator, or agent-in-charge, certifies that the information submitted is true and accurate. Knowingly and willfully submitting false information is a violation of the Federal Code of U.S.C. 1001, section 1001 makes a punishable fine, fineman, or fineabout imprisonment to the U.S. Government is subject to criminal penalties.

Fields Included in this Section

Name of the Submitter	The first name and last name (surname) of the person submitting the form.
Submit Form Now	Select whether the owner, operator, or agent-in-charge of the facility or an authorized representative of the owner, operator, or agent-in-charge of the facility is submitting the form. Choose: 1. Owner, operator, or agent-in-Charge (Owner) form is completed. or individual authorized to submit the registration (FA Contact) is submitting.
Is the person the authorized representative of the owner, operator, or agent-in-charge?	If the owner, operator, or agent-in-charge (Owner) is submitting the form, choose yes. If the Owner, operator, or agent-in-charge (Owner) is submitting the form and the person is not the Owner, operator, or agent-in-charge (Owner) (for example, an FDA Contact, or a consultant), choose no.
Authorizing Individual Email Address	The address of the person who authorized you to submit this form. For example, FDA, you are a consultant submitting for a firm, enter the firm's address.
City	The city associated the authorizing individual's location.
Country/Area	The country/area in which the authorizing individual is located. Select a state, province, or territory from the pull-down menu when applicable or select "Not applicable".
Zip Code/Postal Code	The zip code/postal code for a domestic or a postal code for a foreign address for the authorizing individual.
Country/Area	The country/area where the authorizing individual is located.
Phone Number: Country Code	For foreign addresses, the three-digit country code of the telephone number for the authorizing individual.
Phone Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number for the authorizing individual.
Phone Number: Phone Number	The telephone number for the authorizing individual.
Phone Number: Extension	The telephone extension, if any, dialed after the telephone number for the authorizing individual.
Fax Number: Country Code	For foreign addresses, the three-digit country code for the telephone number of the fax number of the authorizing individual.
Fax Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number of the fax number of the authorizing individual.
Fax Number: Fax Number	The telephone number of the fax number of the authorizing individual.
E-mail Address	The electronic mail address of the authorizing individual.

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Step 4 – Review the Registration

Draft the information to correct after errors, select Submit. You may also select Email to Save for Update process. But note that any changes made will be lost. The system displays that your registration was successfully updated.